

# COLLEGE PARK ELEMENTARY SCHOOL

## Junior Kindergarten through Grade 8

### “Knowledge for Today...Wisdom for Eternity”

This handbook is authorized by the School Board of College Park Elementary School. It contains policies and guidelines designed to promote and uphold the school. This handbook will be revised and updated as needed. Changes during the school year will be communicated via the school *News/letter* and/or by letter. The current revision date is September 2013.

## Introduction

College Park Elementary School recognizes God as the ultimate source of existence and truth. Through the Bible, He has revealed His will to the world. Through His church on earth, He seeks the lost for His kingdom.

Because we believe that all are made in God's image, College Park Elementary School seeks to nurture thinkers rather than mere reflectors of other's thoughts; service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is true and good.

College Park Elementary School (CPES) was established in Oshawa on the campus of Kingsway College in 1912. It has always been located on the campus and moved to its present facility in 1972.

College Park Elementary School is owned and operated by the Seventh-day Adventist Church of Ontario and is part of a world-wide Seventh-day Adventist educational system which includes 92 colleges and universities, plus more than 5,000 elementary and secondary schools. Presently in Ontario there are nine elementary schools and two high schools. Within this system CPES conducts a program to engender belief in Seventh-day Adventist tenets within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. At College Park Elementary School, home, school, and church cooperate together with divine agencies in preparing learners for citizenship here on this earth and for eternity.

## Mission Statement

College Park Elementary School is dedicated to building committed Christians and responsible citizens through:

- Current and appropriate academics guided by competent and caring staff who strive for excellence.
- Family living nurtured in an environment where life-long friendships are formed.
- Social interaction that develops positive relationships.
- Christian growth where students choose Christ as their best friend and learn to be workers for their Saviour while preparing for eternity.
- Christian service in which selfless service to others becomes a way of life.

## Admittance Policies & Registration Procedures

College Park Elementary School is operated primarily as a service to the members of the Seventh-day Adventist Church in Ontario. Other students who desire to flourish in this environment, to develop a Christian character, and who can support the philosophy and policies established by this school are welcome.

Because College Park Elementary is a private parochial school, it is religiously oriented and has regulations that direct conduct. Students are expected to support these regulations while in school or participating in school-related activities.

Parents seeking admission for their children into the school thereby place themselves on record as being in harmony with the policies of the school and pledge themselves to assist in every way possible to uphold the school, the teachers, and the education program.

**Minimum age requirements for admittance are as follows:**

- Junior Kindergarten: child must be four (4) years of age by December 31 of the current school year.
- Senior Kindergarten: child must be five years (5) of age by December 31 of the current school year.
- First Grade: child must be six (6) years of age by December 31 of the current school year.
- Students entering school for the first time must have proof of age and status in Canada.

An admission or re-admission package may be obtained from the school office. The enclosed forms should be filled out completely by a parent/guardian as part of the registration process.

**Re-admission**

Currently enrolled students will be re-admitted annually upon timely completion of re-registration forms, including a Statement of Agreement and subject to:

- behavioral/scholastic approval by both the teacher and principal.
- financial clearance by the school treasurer.

**New Admission**

New students will be admitted upon:

- review of the Admittance Committee.
- familiarization with Seventh-day Adventist beliefs.
- completion of registration forms, and a signed Statement of Agreement, indicating full compliance with school policies.
- receipt of scholastic records from previous school.
- placement evaluation and assessment by prospective teacher and principal.
- financial clearance determined by the school Finance Committee.
- verification of status in Canada.
- classroom space availability.

**Admittance Committee**

The Admittance Committee is comprised of:

- the Principal.
- the Vice-Principal.
- the receiving teacher.
- a pastor from one of the constituent churches when deemed necessary.

This committee will meet to review names of students for re-admission and admission purposes.

The Admittance Committee reserves the right to deny re-admittance or admittance to any student whose academic or behavioural needs cannot be met by College Park Elementary School.

## Financial Overview

College Park Elementary School has four major sources of income: the Ontario Conference of the Seventh-day Adventist Church operating subsidy, constituent church subsidies, tuition, and fund-raising projects.

There are three different categories of tuition fees: constituent, non-constituent, and others.

“Constituent” refers to those who are members of the Bowmanville, College Park, New Life, and Whitby-Kendalwood Seventh-day Adventist churches. “Non-constituent” refers to those who are members of other Seventh-day Adventist churches.

Tuition fees cover tuition, registration, and music. Fees are due on the first day of each month. Cheques and money orders should be made payable to College Park Elementary School. Post-dated cheques are to be issued at the beginning of the school year. A 3% discount is available for those paying the yearly tuition by September 30 of the current school year. If an account becomes more than 60 days overdue, the student(s) may be asked to withdraw from school. The Board reserves the right to place an interest charge on accounts over 30 days. Returning students will not be re-admitted if their account is outstanding. Tuition rates are set each year by the School Board. Current rates are available from the school office.

*Initial Payment:* The fees for September and October are payable at the time of registration.

*Student Aid:* Request for tuition assistance for constituent and non-constituent students must be made through the local church board. Application forms are available at the church office. Check with your church for deadlines.

*Refund:* If a student is withdrawn from CPES during the school year payments stop at time of withdrawal. If prepayment has been made the balance is refunded.

Financial statements are provided at the school’s annual *Constituency Meeting* held each spring.

## Attendance

School is in session from 8:30 a.m.-3:30 p.m. Monday through Thursday, and 8:30 a.m.-12:00 p.m. on Friday. Ontario education laws require regular school attendance. Teachers record daily attendance including absence, tardiness, and early dismissal in school registers which are legal documents required by the Province of Ontario and the Ontario Conference of the Seventh-day Adventist Church.

a) Students are required to attend school regularly and on time. For each case of absence (or tardiness), a written excuse giving student’s name, date of and reason for absence, and parent’s signature must be brought to school the day the student returns. Legitimate reasons for absences include only:

- illness of the student.
- medical/dental appointment.
- death in the family.
- severe weather conditions.
- emergency-related problem.

Excessive absences or tardiness will result in disciplinary action by the principal and possible suspension from CPES

b) Students will not be excused from school without parental consent. For each absence/tardy the pupil must provide a verified excuse (phone or written) giving date and reason for that absence/tardy. An unverified absence/tardy will be recorded as un-excused.

c) Students who arrive late will be admitted to the classroom at a point where his/her entrance will be least disruptive to the program. A parent/guardian who consistently brings his/her child late, or requires frequent early dismissals jeopardizes the child’s performance.

d) If a student must be absent for a reason that is not emergency-related, we require that advance notice be given. These unusual exceptions may be honoured only if a request has been made at least one week prior to the expected absence. Such notification will enable the teacher to provide assignments beforehand, and will allow the student the advantage of remaining current with the class. The student is expected to be prepared to write scheduled tests upon his/her return. It is the responsibility of the parent/guardian to ensure that all given assignments are completed prior to the student's return to school.

e) Students must not leave the school grounds during operating hours, including lunch, without verified permission from their parents/guardians. A student is allowed to go only with his/her own parent/guardian to a local restaurant at lunch time.

f) For personal security reasons, it is recommended that students enter and leave school property from Shankel Road.

g) Music lessons should be scheduled outside of school hours, if possible.

h) CPES has a safe arrival plan to ensure the safety of our students. If your child is unable to attend school, notify the teacher by note or telephone before 9:30 a.m. If a message is not received, the school office will take steps to determine why the child is not at school.

## **Curriculum & Instruction**

College Park Elementary School offers a standard curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies the curriculum guidelines provided by the Ontario Ministry of Education and the Seventh-day Adventist North American Division Office of Education. The school also holds membership with the Ontario Federation of Independent Schools.

All teachers in the employ of this school hold University degrees in Education. Teachers are denominationally certificated and most have membership with the Ontario College of Teachers through provincial certification. CPES requires criminal reference checks from all individuals that come in regular contact with students.

The school provides a minimum of 1,500 minutes of instruction per week in covering the following curriculum areas:

- Christian Growth: Bible.
- The Basics: reading, mathematics, science, social studies, French, and language arts.
- Fine Arts: art, band, and choir.
- Physical Education: individual and team activities and sports.
- Life Skills: computer science and crafts.

Canadian Achievement tests are administered in March/April of each school year to grades 3 - 8. This assesses students skills in reading, language, writing, spelling, and mathematics comparatively with national and provincial standards. Teachers review the results to assess individual student needs and to adjust overall curriculum delivery as necessary.

Extracurricular activities include intramurals, the production of the annual yearbook, and After School Athletic Program.

College Park Elementary School is committed to meeting the needs of the whole child. Throughout the education process, a strong academic base and standard is expected so that students are equipped with the basic skills as they proceed through the grades. Prospective graduates are expected to demonstrate sufficient mastery of subject areas in order to graduate.

## **Homework**

Generally, no homework is assigned to students below Grade 4, except to complete work which should have been finished in class. A homework program for grades 4 to 8 may include, but not limited to:

- completion of work not finished in class.
- completion of short term and long term assignments such as special projects, reports, compositions, etc.
- review of work taken that day.
- study for tests.
- individualized reading.

Tests that are taken as chapter or module learning evaluations, will be sent home after grading with grades 1-4. They should be signed and returned to the teacher. For students in grades 5-8, the results will be marked in student agendas and the tests will remain at school in a student's file. If a parent wishes to review the test, a written request to the teacher may be made. At that time a teacher will send it home and it should be signed by the parent and returned to the teacher to keep in the student's file.

## **Academic Excellence**

Students with a minimum of 80% overall average and no marks below 60% in regular academic subjects, qualify for the Academic Excellence List. These averages are calculated at the end of each term and the list is posted in the school newsletter when the report cards are issued.

## **Dress Code**

The school has standards that it believes to be appropriate wearing apparel for students who attend College Park Elementary School and reserves the right to maintain the standards it has outlined in its dress code:

- Students should be well-groomed at all times, avoiding extremes in clothing and hairstyles.
- Fashion extremes such as ripped or torn, frayed, unhemmed, sheer, short, and tight-fitting clothing, etc. are not appropriate.
- T-shirts with pictures inappropriate to a Christian institution are not to be worn.
- Appearance should be modest, clean, and neat.
- Modest hemmed shorts may be worn by the students.
- The wearing of jewellery to school is not permissible. Bracelets or necklaces that are worn because of a medical condition (Medic-Alert) are the only exception.
- Make-up, including nail polish, should be a natural colour and not distracting.
- Hair should look neat, clean, be non-distracting, and only be a student's natural hair colour.
- Hats and bandannas are not acceptable inside attire.
- Students need two pairs of footwear. Outside shoes and inside shoes are necessary. Inside shoes are to be used exclusively for use inside the school only. Athletic shoes are recommended to double for inside and gym/P.E. classes. The other pair is to be appropriate for outside recess activities, taking the weather conditions into consideration.
- All students are expected to be outside during all recess periods, except in very inclement weather, and should be dressed accordingly. Children must be dressed warmly in winter; boots, gloves, and hats must be worn.

## **Student Conduct**

Each student enrolled at CPES is a representative of the school. For this reason, students are expected to practice and uphold the established standards of conduct. Any student who disregards the basic principles of the school is subject to disciplinary action which may include expulsion.

Each teacher is given the responsibility of classroom management. The principal will assist the teachers in this endeavour and assume over-all responsibility for the execution of school policies and rules. Parents and students are expected to cooperate with the school in these matters.

The school seeks to cooperate with the home in developing the following character traits in students:

- Respect for and obedience to authority.
- Courtesy and respect for others.
- Responsibility in performing assigned tasks.
- Cooperation with others in and outside the classroom.
- Truthfulness in work and life.
- Cleanliness in person and property.
- Respect for school property and the property of others.
- Promptness in attendance and the completion of assignments.
- Proper conduct in speech, social relationships, and recreation.

The school will employ appropriate means of correction when a student's behaviour is unsatisfactory. Minor offenses will be resolved by the classroom teacher. Major infractions that require the principal's assistance and/or the Discipline Committee may include: persistent opposition to authority, theft, vandalism, fighting, bullying, disrespectful abusive language or gestures, undermining of the spiritual values of the school through sacrilegious attitudes or conduct, inappropriate display of affection, sexual harassment in any form, and continued minor problems.

In addition:

- Damage or loss to school property and school books is unacceptable. Any student responsible for damage to school property will be required to pay for the damage.
- Fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, playing cards; radios and electronic devices are not allowed.
- Abstinence from tobacco, alcoholic beverages, illegal drugs, and other controlled substances is required.
- Computer use will be restricted to those students who have read and signed the Computer/Internet Use Agreement with their parents.
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics. If in doubt, the student should consult the teacher.
- Horror, occult, or violent comic books, figures, clothing, and other associated materials should not be brought or worn to school.
- Rollerblading and skateboarding are not permitted on school premises at any time as stipulated by insurance policies.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures, and furniture.
- Students are to be in the classroom or other designated places as required by the schedule.

## **CPES Discipline Plan**

The Ontario Government has made amendments to the Safe Schools act in the form of Bill 212. This bill was created in June 2007 and was to be implemented in the public systems by February of 2008. The Bill emphasizes the need for a safe schools strategy, which emphasizes prevention as well as progressive discipline. While we do not fall under government jurisdiction we feel that we too should be in line with the Safe Schools Act. Staff at CPES put together a committee to develop a progressive discipline system and preventive programs to be implemented beginning with the 2008/2009 school year. These include:

- Prevention Measures
- CPES Values
- Student Conduct & Discipline Procedures
- CPES Expectation Matrix
- Progressive Discipline Measures
- Behaviour Intervention Steps

- Bullying and Cheating Defined
- CPES Partners in Learning Contract

## Prevention

*The establishment and use of programs as well as other positive activities designed to promote the building of healthy relationships and appropriate behaviours.*

Preventative strategies have always been a part of CPES. Being a Faith-based school has allowed for various opportunities during worship, Bible class, and Week of Prayer to discuss the importance of getting to know Jesus so that we can be kind to others.

The CPES staff was required to take the TRIBES training which has been a successful addition to our school. The Tribes community agreements have been implemented throughout the classrooms at CPES. They are: Attentive Listening, Appreciation/No Put Downs, The Right to Pass, Mutual Respect. This program also gives students opportunities to talk about their feelings through the use of various activities.

The Health Action Team has realized the need for some mentoring programs at CPES and will begin looking into this area for the upcoming school year.

Finally the committee has instituted another preventative program called "Positive Paws". Each student at CPES is assigned to a House Colour and when a student is "caught" doing acts of kindness they will receive a "Paw". They can add it to their house colour container at the end of the day. The house colour with the most tickets at the end of the month will receive a small token of appreciation for being the House of the Month.

## College Park Elementary School Values

The school seeks to cooperate with the home in developing the following values:

**Be SAFE**

**Be RESPONSIBLE**

**Be RESPECTFUL**

The school will employ appropriate means of correction when a student's behaviour is unsafe, irresponsible and not respectful.

## Student Conduct & Discipline

Each student enrolled at CPES is a representative of the school. For this reason, students are expected to practice and uphold CPES values by **demonstrating safe, responsible, and respectful behaviour**. School guidelines will reinforce these values. **Teaching CPES values is every staff member's responsibility in order to ensure that all students understand what is expected of them while they are a part of our school community**. Rule violations are teaching opportunities for staff members, and practice opportunities for students. The following examples will help to illustrate these values:

- It is **safe** to walk in the hallways.
- It is **respectful** to pick up trash; even if it doesn't belong to you.
- It is **responsible** to write your homework assignment in your agenda before you leave class.

Students who choose to violate our CPES values will be subject to disciplinary action. Our behavior intervention plan includes intervention at the classroom and administrative levels.

For further clarification of CPES Behaviour Expectations, please see the CPES Behaviour Matrix found below.

## CPES EXPECTATION MATRIX

College Park Elementary staff, students and visitors will show **safe**, **responsible** and **respectful** behaviour by honouring these expectations.

| Common Area                      | Be Safe  | Be Responsible   | Be Respectful   |
|----------------------------------|--|--|---|
| <b>Classroom</b>                 | Keep hands and feet to yourself.<br>Go directly to class and be seated.<br>Follow all safety procedures and directions                         | Follow teacher's direction the first time asked.<br>Take all correspondence home.<br>Come prepared for class with all materials; ready to learn. | Allow others the opportunity to learn.<br>Attentively listen to the speaker.<br>Keep room, desk and lockers clean.<br>Use kind words and actions.<br>Use inside voice; no shouting in school. |
| <b>Gym</b>                       | Stay off stage unless permitted.<br>Use equipment properly.<br>Activities are not permitted without supervision.                               | Show good sportsmanship.<br>Return equipment to designated area.<br>Leave area neat and tidy.  | Be a team player by encouraging others.<br>Share equipment and space.   |
| <b>Computer Lab/Library</b>      | Use chairs and tables appropriately.<br>Keep hands and feet to yourself  | Use internet appropriately, print only what is needed.<br>Return borrowed books on time.<br>No food, drink or gum allowed.                       | Use kind words and actions. Respect others property.<br>Push in your chair and take your garbage with you.  |
| <b>Hallways<br/>Locker Areas</b> | Walk at all times.<br>Keep hands and feet to yourself.<br>Move to class on time.<br>Be careful of others when opening and closing your locker. | Use a hall pass during class periods.<br>Keep your belongings in your locker.  | Keep your locker clean.<br>Do not leave litter in the halls.<br>Whisper in the halls.<br>Use water fountain properly.   |
| <b>Bathrooms</b>                 | Keep water in sink.<br>Wash hands with soap.<br>No loitering.  | Report any problems to the office.<br>Dispose of trash.<br>Take all belongings with you.   | Flush Toilet.<br>Keep bathroom clean, do not vandalize.   |
| <b>Kitchen</b>                   | Stand in a single file when waiting to get your hot lunch.<br>Stay away from all kitchen appliances.   | Return trays to the kitchen.<br>Place hot lunch orders in on time.<br>Enter kitchen only with permission.  | Wait in line patiently.<br>Use good manners.  |
| <b>Playground<br/>Recess</b>     | Keep hands and feet to yourself.<br>Use equipment properly.<br>Do not throw things that can hurt others; ex: stones, sticks, and snow.         | Line up immediately when bell /whistle sounds.<br>Return equipment to the classroom.   | Share equipment.<br>Use kind words and include others in play.<br>Do not climb or hang on trees.  |
| <b>Bus/Trips</b>                 | Stay seated until bus stops.<br>Face forward.<br>Keep feet out of aisles.<br>Keep arms inside the bus.   | Take your belongings and garbage with you when leaving the bus.<br>Report any problems to the office/driver.                                     | Use a quiet voice on the bus.<br>Keep hands and feet to yourself.   |
| <b>Before School</b>             | Stay on pavement; no playing on equipment or on the field.<br>Do not arrive at school before 8am.  | Line up immediately when the bell rings.<br>Take all belongings with you.  | Turn off cell phones and put them away.<br>Keep hands and feet to yourself.<br>Use kind words and actions   |



## Progressive Discipline

*A series of defined steps progressively applied as disciplinary interventions to improve student behaviour.*

The goal of this program is to modify inappropriate behaviour with the loss of privileges. Students who disregard school rules will be held accountable for their behaviour.

All students have **ZERO (0)** demerits when entering College Park Elementary School. Students receive demerits for violating CPES values of **safe, respectable and responsible** behaviour. Demerit points are assessed and given depending on the infraction. Some behaviour is considered a major infraction and a meeting with the disciplinary committee would be required. If a child has accumulated 3 demerits for the same minor offence within a month, the child **may** be required to meet with the disciplinary committee.

When a demerit is issued the teacher will respect the student's due process rights by informing the student of the demerit and discussing it with him/her privately. **It is the student's responsibility** to give the demerit to his/her parent, get it signed and return it to the office. If the parent would like clarification in regards to the demerit they may contact the office to make an appointment with the issuing staff member. **IF** a major infraction occurs parents will be contacted immediately.

The student will then have to receive a merit point(s) to cancel out demerits by serving detention after school between 3:30-4:00.

**All students must have no more than 1 demerit on record 3 school days prior to participating in class field trips, ASAP, and individual class trips and incentive programs.**

## Behaviour Intervention, Classroom & Administrative

Minor student disciplinary problems such as excessive talking, not bringing materials to class, will be dealt with by teachers. Teachers will follow progressive discipline steps when working with students and their families. An example of progressive discipline may include:

- **Step One:** Talk with the student and take appropriate action. For example: If a student is running in the hall, they may be reminded not to run and asked to go back and walk. Demerits(s) may be issued.
- **Step Two:** Communicate with parent. Demerits(s) may be issued.
- **Step Three:** The teacher will meet with the student and parent, or teacher may decide to initiate any of the following disciplinary actions:
  - Place the student on a daily behavior contract.
  - Develop other reasonable disciplinary consequences to modify the behavior of the student. **If these interventions do not correct the student's behavior, the teacher may move to the fourth step.**
- **Step Four:** The teacher will recommend the student to the discipline committee.

**Some situations may require the teacher to move directly to step 3 or 4.**

## Behaviour Intervention, Discipline Committee Referrals

Students will be immediately referred for Discipline Committee intervention for serious problems (e.g., weapons, violence, sexual harassment, drugs, alcohol, and tobacco, etc). Teachers have the discretion to meet with discipline committee to discuss individual cases that do not involve the aforementioned offenses, but are of a severe enough nature to disrupt the learning process, and require administrative assistance in a timely manner.

Infraction consequences are designed as a guide to teach the students to accept responsibility for his/her actions. Consequences may include, but are not limited to: loss of privileges, isolation, detention, work detail, writing an evaluative essay related to the infraction, behavioural contract, in-school suspension, out-of-school suspension, or expulsion. Parents will be contacted, and behavioural records will be kept on record on Renweb.

## Bullying Defined

Another amendment the Ontario Government has made to the Safe Schools act is including bullying to the list of infractions for which suspensions must be considered. The term "Bullying" has been widely used by both schools and parents. The legal definition, as defined by the Ministry, is what will be used to identify bullying at College Park Elementary and is as follows; "Bullying is typically a form of repeated, persistent and aggressive behaviour directed an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

## Cheating Defined

**Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material to benefit their grade status. This includes plagiarism.** All students involved in the incident will be held accountable for their actions (i.e., zero on papers). Students involved in cheating on examinations or finals may be referred to a school administrator or discipline committee for disciplinary action. Remember, cheating cheats you of knowledge.

## Partners in Learning Contract

Effective discipline is the most productive when parents and teachers work together to aid the student in upholding the CPES values of being safe, respectful and responsible. **In order for this program to work effectively, parents must make appointments to see teachers.** Parents and students are expected to cooperate with the school in these matters. Please read over the following CPES Partners in Learning Contract with your child. Kindly sign it, have your child sign it and return it to your child's homeroom teacher.

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### College Park Elementary School

#### Partners in Learning Contract

We believe that children learn from adults and that love, care, encouragement, positive support and a wholesome, nurturing environment are critical to the healthy development of every child. We are committed to working together, with each of us doing our best to promote \_\_\_\_\_'s achievement.

Student's Name

#### As a student, I pledge to:

- Tell the truth, be responsible for myself, treat others with respect, and work cooperatively to resolve problems.
- Work as hard as I can and complete all of my school and homework assignments.
- Talk to my parents about what I am learning in school.
- Ask my teachers for help when I don't understand something.
- Follow my classrooms' and school's rules and procedures.
- Arrive at class on time and prepare to work.

#### As a parent, I pledge to:

- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his/her activities every day.
- Play an active role in my child's education by attending conferences, looking at school work, contacting/speaking with my child's teachers, reading the CPES newsletter, and volunteering when available, and signing agenda daily.
- Ensure my child arrives at school on time.
- Provide an environment that includes adequate food and rest so my child is ready to learn each morning.
- Encourage my child to read and complete their homework daily.
- Work cooperatively with the staff and administration of CPES.
- Provide an email address that can be used for RENWEB. Kindly insert address here: \_\_\_\_\_

- Look for, sign and return my child's Demerit Point Summary at the end of each month.

**As teachers, we pledge to:**

- Provide learning experiences in our classrooms.
- Explain our goals, expectations, and grading systems to students and parents.
- Use a variety of teaching methods and materials.
- Hold high expectations for every student's achievement.
- Teach and practice classroom and school behavioral expectations, review the student handbook, and assess our students on their understanding.
- Work with parents to ensure that their children receive the best possible education that we can provide.
- Provide a safe and positive atmosphere for learning.

**As administrators, we pledge to:**

- Create a welcoming and positive learning environment at our school.
- Talk with students and parents about the school's mission and goals.
- Provide a safe, orderly learning environment.
- Support the partnership between parent, student, and staff.
- Provide appropriate in-service and training for teachers and parents.
- Provide an end of the month Demerit Point Summary for each student.

**We have read the College Park Elementary School Handbook and discussed its contents and agree that we will promote safe, respectful, and responsible behaviour.**

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|                              |      |
|------------------------------|------|
| Homeroom Teacher's Signature | Date |
|------------------------------|------|

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|---------------------|------|
| Student's Signature | Date |
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|--------------------|------|
| Parent's Signature | Date |
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Police and community members are essential partners in making our school and community safer. Police will investigate incidents which are deemed to have mandatory consequences as follows.

- possession of weapon, including, but not limited to firearms;
- trafficking in drugs or weapons;
- robbery;
- use of a weapon to cause bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring professional medical treatment;
- sexual assault;
- providing alcohol to minors;
- uttering a threat to inflict serious bodily harm.

## **Grievance Procedure for Students and/or Parents**

College Park Elementary School seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts; based on the wise counsel found in Matthew 18.

Follow these steps in sequence:

1. Speak to the person most directly involved to identify the problem and ascertain the facts; whether it is a student, teacher, or administrator and first try to resolve the issue with them. At no time should adults confront students who are not their own children.
2. If not resolved, the parent will put the issue in writing (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
4. If not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and one or more of the following: CPES board chair, Ontario Conference Superintendent of Schools or his/her designee. The principal shall follow up in writing to all parties.
5. If not resolved, parent contacts the board chair, in writing, who will seek resolution through the appropriate subcommittee of the board.
6. If the school and the family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option (e.g., home schooling or another school).

### **Tips for a Good Meeting with a Teacher**

1. Make an appointment to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher's full attention: as well and there will be fewer restrictions on the amount of time the teacher will be able to meet with you.
2. If you are angry or upset about the issue, wait until you have calmed down. "Striking while the iron is hot" may make you feel better at the time to get it off your chest, but could also cause more damage and make the situation worse.
3. Come with a positive attitude to help make our school a better place by working with the teacher.
4. Try to treat the other person the way you would like to be treated under similar circumstances. Don't accuse.
5. Be reasonable in your approach and expectations.
6. Try to see the other person's point of view. Listen to them and try to understand. Taking time to walk in the other person's shoes can give us a new perspective on the issue, and present new solutions.
7. Avoid the use of over generalizations like "always" or "never," since they are seldom true.

### **Appeals of Suspensions and Expulsions**

CPES operates in harmony with the Safe Schools Act of Ontario.

When a suspension (in-school or out-of-school) is to be effected, students will be notified by the Principal. The Principal will notify staff and parents orally and in writing. If the suspension exceeds **one day**, a conference with the parents will be held prior to the suspension.

1. Parents may appeal a suspension of more than **five days** in writing to the Principal no later than **one day after** notification.
2. Appeals of suspensions will be heard by the Discipline Committee of College Park Elementary School.
3. The suspended student may not be on campus until his/her appeal has been heard and a decision rendered. The suspension may have been served, but if the suspension is overturned on appeal to the committee, all reference to the suspension will be removed from the student's record.
4. Suspended students would be allowed to complete their class work and receive a maximum of 60% of the grade. Students cannot make up tests, quizzes or exams.
5. Recommendations for expulsion from the CPES Discipline Committee are acted upon by the School Board Executive Committee.
6. Expulsions may be appealed to the full School Board in writing. If the expulsion is overturned, all reference to the expulsion will be removed from the student's record.

***All appeals decisions are final.***

## **Agendas**

CPES uses a standard published agenda for each student from grades 2 -8. The agendas are to be used daily by the student for, student study skills , teacher/parent communication, homework, and project schedules. Teachers will sign the students agenda each day and it is to be signed by a parent/guardian before the next school day. This will show the teacher that the parent has seen and agreed that the students work was due and completed.

## **Lockers**

Lockers are assigned to students in Grades 5-8. Students should select a lock with a small shank. Ontario law requires the combination or a copy key be given to the teacher. Lockers are subject to inspection at any time and are to be kept clean. Students are not permitted to permanently affix anything to lockers.

## **Contacting Teachers**

Teachers are generally unable to take phone calls during the school day. Except for emergencies, they will not be called to the phone. The school secretary will take messages for teachers and have them return calls as soon as possible

If you wish to consult with a teacher, please make an appointment through the school secretary.

## **Parent/Teacher Conferences**

Parent/teacher conferences are an important part of your child's education. Parents are encouraged to schedule a conference with teachers at the end of each grading period.

## **Conferences with the Principal**

At times it is necessary for parents to meet with the principal. This may be done at the principal's request or at the request of the parent. To arrange a conference, please call the school office to schedule an appointment. If it is possible, please state the topic for discussion in order to help the principal prepare for the conference.

## **School Newsletter**

A weekly newsletter is prepared to keep parents, students, and staff informed of upcoming events, reminders, announcements, etc. The "*Newsletter*" is distributed to parents, via students, on Fridays. It is also available on the school website.

## **Address /Phone # Changes**

It is essential that parents notify the home room teacher and the school secretary if there is a change of address or phone number during the school year. The school must be kept current with this information so we may be able to contact parents in case of an emergency related to your child.

## **School Visits by Parents/Visitors**

All visitors to the school during school hours, including parents and guardians, should visit the office first. Visitors may be issued identification to wear while in the school. A parent's appearance at the classroom door interferes with classroom procedures, and may cause distraction that can defeat a teacher's primary goal at a very crucial point in a lesson or presentation. The school secretary will assist you if you need to communicate with your child, or deliver a lunch or other item.

## **School Closure**

### **Winter Storm Closure**

*Procedure for early morning cancellation of school*

1. Staff will be notified of cancellation by administration as early as possible.
2. Parents are advised to listen to the radio for information regarding school closure. Radio announcement will be made by 7:00 a.m. over CFRB (1010 AM band) and over 680 News Radio (AM band). The school may follow the Durham Board directive for Oshawa Schools.

### **School Cancellation**

*Procedure for emergency closure during the school day.*

1. A designated staff member will phone parents. Campus entities will be notified.
2. Students will remain at school with staff unless released to own parent/guardian.
3. If evacuation of the building/grounds is necessary, students will be temporarily relocated in a building at Kingsway College.

### **Darlington Nuclear Generating Station**

*Procedure for evacuation due to an emergency at the plant.*

1. To send as many students as possible home with their parents.
2. To transport via staff/volunteer vehicles all other students to the Oshawa Civic Auditorium on Thornton Road, our relocation destination as per Emergency Measures Ontario.
3. To administer potassium iodine pills only if directed by the Province of Ontario or Emergency Measures Ontario to students that have been authorized to receive it by parental consent forms.

## **Citrus Program**

The citrus program is a major fund-raising project of College Park Elementary School. It entails the sale of fresh Florida grapefruits, and a variety of Florida oranges, beginning in November and ending in April of each school year.

The success of this program depends on parents' support by:

- Ordering and purchasing the fruits.
- Informing others of this project and the quality of the fruits.
- Providing the school with names, addresses, and telephone numbers of potential customers.
- Volunteering time to assist in the smooth operation of this program.

A schedule of deliveries is available through the school office for those whose names are not yet on the mailing list.

## Health and Nutritional Information

Parents need to be aware of their child's health and to decide when it is necessary to keep him/her at home. The following symptoms suggest the child should remain at home: pale or flushed face; rash or infection of the skin; headache; red or pink eyes; temperatures over 38° C; loss of energy or decrease in activity; nausea, vomiting, stomach ache and/or diarrhea; ear ache, sore throat; coughing, sneezing and/or runny nose because of a cold.

Please inform the school of contagious illnesses such as pink eye, chicken pox, or cases of head lice, so that other parents can be alerted to watch for symptoms.

When children return to school after being sick, please make certain that they are dressed appropriately for existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for the child to receive medication at school, students must bring the medication in its original, identified container, and give it to the school secretary for administering.

Please ensure that your child eats a solid breakfast as a snack-time is allowed for JK-SK only. Certain medical conditions such as diabetes or hypoglycemia are exempted, subject to arrangement with the teacher.

College Park Elementary School advocates the healthful benefits of a vegetarian diet, and we ask that lunches do not include any "unclean meat" as stated in Leviticus, Chapter 11 of the *Bible*. This includes ham, pork, bacon, and shellfish of any kind.

It is requested that students do not bring carbonated beverages or drinks containing caffeine.

Preventive strategies for the potential of food allergies shall include the following:

- Students should not trade or share food.
- Children with food allergies should eat only lunches and snacks that have been prepared at home.
- NUTS *in any form, including nut oil*, are NOT to be included in foods brought in for special occasions, and food contents should be labelled.

Please note that our school is **nut** and **fragrance** free for the comfort and safety of those suffering from allergies. Please keep this in mind when preparing lunches and snacks for consumption at school. Students must not bring fragrances of any kind to school, whether they be liquid, aerosol, or solid. All such items will be confiscated.

## Hot Lunch Program

The school provides a hot lunch menu for some Tuesdays and/or Thursdays as a fund raising project. The menus and costs are provided one week in advance and are paid for with cash or cheque at that time.

## After-School Care

Parents may sign their children up for after-school care by registering with the school office. Hours and costs are advertised each September.

## Safety

CPES complies with local Building and Fire Codes. A minimum of 5 fire drills are held per year, two of which are conducted by the local fire department. Durham Regional Health Unit provides immunization checks, dental checks, and regulates CPES in matters of public health concerns. In cases of suspected child abuse, CPES follows the protocol of the Province of Ontario legislation which requires that school staff report concerns immediately to the local Children's Aid Society.

## **Suggestions to Help Your Child Succeed in School**

Here are some helpful guidelines to help your child succeed in school:

- a) Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- b) Encourage your child to be enthusiastic about his/her school work, and to complete assignments neatly, accurately, and punctually.
- c) Provide your child with a suitable, quiet, well-lit place of study at home, and help him/her to establish a regular study pattern or schedule and adequate school supplies available.
- d) Use the student's daily agenda to keep current with assignments and schedules.
- e) Talk with the child about school activities; show an active interest in his/her report card and progress.
- f) Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
- g) Provide your child with a well-balanced breakfast and sufficient lunch.
- h) Have prayer with your child every day and send him/her from home with a healthy, positive sense of self-esteem.
- i) Teach the child respect for law, authority, the rights of others, for private and public property, and reverence toward God.
- j) Be sure your child is in bed each night at a proper hour to ensure adequate rest.